# PARKS COMMISSION
# AGENDA

**February 1, 2012**

1. Approval of Minutes of December 7, 2011
2. Henry Park Walking Trail
3. Take Pride in Berlin
4. Other

# MINUTES – PARKS COMMISSION
December 7, 2011

A meeting of the Berlin Parks Commission was held on Wednesday, December 7, 2011 at 5:30 PM. Board members Loretta Brown-Briddell, Patricia Dufendach, Sarah Hooper, Bruce Hyder and Mike Wiley were present as well as Deputy Town Administrator Mary Bohlen. Debbi Colley of Grow Berlin Green and Stefanie Gordy and John Mirarchi of Worcester Youth & Family were also present.

The Minutes of November 2, 2011 were reviewed. Ms. Dufendach moved to approve the Minutes as written and approval was unanimous.

The Board reviewed the previously held discussion about improvements to Burbage Park and Ms. Bohlen indicated that, because of recently held discussions with Dr. Roman Jeisen regarding stormwater abatement work proposed for Henry Park, and the perceived lack of development of Henry Park, Mayor Williams had asked that the Parks Commission concentrate on developing the empty field of Henry Park in the immediate future. Discussion followed regarding Dr. Jeisen's proposals and the possibilities of incorporating Vista's plan. Ms. Bohlen indicated that she had discussed the Program Open Space funds with the representative from Department of Natural Resources, who had indicated that the funds remaining from the Planning grant could be used to further develop specific plans for Henry Park. Following discussion, Ms. Dufendach moved to have Ms. Bohlen contact Vista to obtain a proposal for the development of a plan, cost estimates, etc.

Discussion of the annual Berlin Community Clean-Up Day followed. Ms. Bohlen indicated that the Commission needed to consider concentrating on the Nature Pond in Stephen Decatur Park as it had become quite overgrown, but that professional assistance would be needed to provide guidance and direction in implementing a clean-up effort. She indicated that she would see if DNR could provide assistance with this. Further discussion of Clean-Up Day followed, with discussion of making the day more of a Community Pride Day with some clean-up, but more emphasis on fun and activities. Ms. Bohlen indicated that she would discuss this with the Mayor.

Ms. Gordy provided an update on the after-school program and introduced Mr. Mirarchi.

Ms. Bohlen and Ms. Colley spoke about the recent Plastic Pollution Workshop.

Ms. Bohlen indicated that she did not anticipate having any new information to present to the Board for the regularly scheduled January Meeting and that, therefore, the next scheduled meeting would probably be held February 1, 2012.

Mr. Wiley moved to adjourn the meeting. The meeting adjourned at approximately 6:45 PM.

Respectfully Submitted,

Mary T. Bohlen

Mary T. Bohlen
Deputy Town Administrator
Liaison to the Parks Commission

VISTA DESIGN INC. Landscape Architects, Land Planning Consultants, Engineers & Surveyors

January 18, 2012

Ms. Mary Bohlen
Deputy Town Administrator
Town of Berlin
10 William Street
Berlin, MD 21811-1233

RE: Request for Proposals – Trail Design modifications for Henry Park

Dear Ms. Bohlen:

In follow up to our recent discussion, **Vista Design, Inc.** (VDI) is please to submit the following proposal for professional services required to incorporate VDI's concept plan prepared for Henry Park with that of the created wetland and stormwater facility prepared by Dr. Roman Jesien with Maryland Coastal Bays. It is our understanding that this facility may or may not be constructed in the immediate future, but it is the Town's intent to incorporate the construction of the trail system into that of the design of the created wetland in an attempt to not remove and/or rebuild the trail system when the facility is constructed. More importantly, the town would like to begin construction of the trail system to include minimal grading for the construction of the trail but still taking into account the future stormwater facility.

The specific scope of our anticipated services is as follows:

**Surveying Services:** Estimated: $ 4,500.00

Construction Stakeout
The fee provide is an estimate only and will be finalized upon completion of the construction documents.

**Environmental Services:** N/A

Wetland Delineation:
Not wetland impacts are anticipated at this time and therefore no wetland verification or flagging of jurisdictional wetlands will be necessary for this phase of construction.

11634 Worcester Highway Showell, Maryland 21862
ph. 410-352-3874 fax 410-352-3875 email vista@vistadesigninc.com

## Landscape Architectural Services:

**Revised Site / Layout plan:** **LUMP SUM FEE: $ 3,200.00**

VDI will update / merge its previously prepared concept plan for Henry Park with that of the created wetland facility proposed by Maryland Coastal Bays. The goal of merging the two plans is to incorporate a pedestrian trail / path in and around the proposed wetland facility creating a trail system in a more natural environment. To achieve this, VDI will be required to recreate the contouring shown on the Maryland Coastal Bay plan with tie ins back into existing grades. In addition, VDI will provide suggestions on the types of materials to be used for trail construction. The materials suggested will be selected based on their qualities for reducing stormwater runoff and the need for stormwater management. The new trail alignment will take in consideration the future construction of the stormwater management facility as well as the grades shown on the plan created by Maryland Coastal Bays. The fee quoted includes the preparation of one concept plan and addressing any first round comments received from the Town of Berlin.

## Civil Engineering:

**Trail plan & profile** **LUMP SUM FEE: $ 1,500.00**

VDI will prepare the necessary plan & profile indicating the vertical and horizontal alignment of the proposed trail to be constructed along with the necessary information for construction stakeout. The plans prepared will provide all dimensions, trail width, grading and drainage, grading tie in points and any site features. The fee quoted includes the engineering and design of one plan & profile and addressing any first round comments received from the Town of Berlin.

**Stormwater Management/Grading and Drainage plan** **LUMP SUM FEE: $ 5,500.00**

VDI will prepare a stormwater management plan and required design calculations in accordance with Maryland's 2010 Stormwater Design Manual and the requirements of the Town of Berlin. The intent of the stormwater management plan will be to use the drainage features provided on the MD Coastal Bay plan (swales, ponds etc.) as necessary for obtaining stormwater management approval from the Town of Berlin. The fee quoted includes one stormwater management design and submission and addressing any first round comments received from the Town of Berlin.

**Sediment & Erosion Control plan** **LUMP SUM FEE: $ 1,200.00**

Vista Design, Inc. will prepare an erosion and sediment control plan and required design calculations in accordance with the Maryland Department of the Environment 1994 Standards and Specifications for Soil and Erosion and Sediment Control Manual and the Worcester County Conservation District. The fee quoted includes the preparation and submission of one E&S plan and addressing any first round comments received.

VISTA DESIGN

As always should you have any questions or comments in regard to this matter please do not hesitate to contact our office accordingly.

Sincerely,
**Vista Design, Inc.**

Steve Engel, RLA

**REVIEWED AND APPROVED:**

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Ms. Mary Bohlen
Deputy Town Administrator
Town of Berlin

Date

VISTA
DESIGN